

# **Independent Assurance:**

## **View IA Records Pending Correlation**

### **Objectives**

Review an IA Record That Has Not Been Correlated

Manually Correlate an IA Record

## View IA Records Pending Correlation

The **View IA Records Pending Correlation** window is used to review IA-Comparative samples that are waiting to be linked to their corresponding Acceptance or QA samples.

Each time an IA-Comparative sample is authorized, the HiCAMS application attempts to link the IA sample with an Acceptance sample using the following criteria:

- ◆ Contract Number, Station Number, Material Type, Material Description, Unit of Measure, Approved Producer/Supplier, Concrete Mix ID, and the Test Format used by the M&T Lab must match. Fields that are not applicable to a particular material are omitted when linking is attempted (i.e., Concrete Mix ID is not applicable to Aggregate Base Course samples).
- ◆ The Sampled Date of the Acceptance sample must be on, or within 7 days before the Sampled Date of the IA sample.

The **View IA Records Pending Correlation** window provides a method of tracking IA samples that could not be linked to a matching Acceptance sample and aids in determining a reason for the lack of correlation. The linking process can be manually re-started once the cause has been determined and corrected.

To open the pending correlation queue, do the following:

**Step 1:** Select **Functions® Independent Assurance® View IA Records Pending Correlation**

A list of IA Comparative samples that are waiting to be correlated is displayed.

- Step 2:** Using the information in the *IA Comparative Processing Message* column as a guide, determine the reason for the lack of automatic correlation. To do this, find the appropriate Processing Message section on the pages that follow and continue with **Step 3**.

### Processing Messages

#### No Matching Acceptance Sample Found for Corr. Link.

This message is displayed when no matching acceptance sample can be found at the time an IA-Comparative sample is authorized. This could happen for one of the following reasons:

- ♦ The matching Acceptance sample was not entered into HiCAMS at the time the IA-Comparative sample was authorized.
- ♦ The matching Acceptance sample was not authorized and available for correlation at the time the IA-Comparative sample was authorized.
- ♦ **A data entry error exists on either the Acceptance or IA-Comparative sample and an exact match cannot be made.**

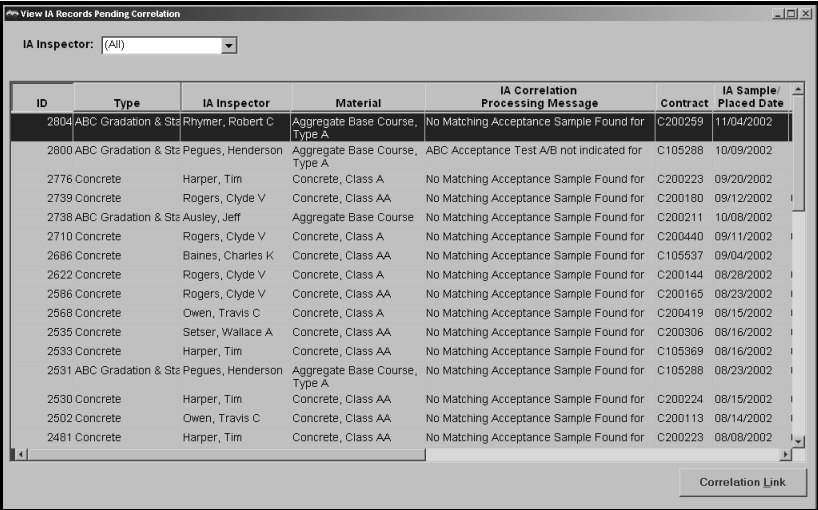
HiCAMS will attempt to find an exact match to the Acceptance sample based solely on **the Correlated Field ID** entered in the IA Comparative Sample. If the Correlated Field ID does NOT match the Field ID, then HiCAMS will again attempt to find a match based on the following criteria:

- ♦ Acceptance sample **Material** matches IA Comparative sample Material.
- ♦ Acceptance sample **Contract number** matches IA Comparative sample contract number.
- ♦ Acceptance sample **Producer/Supplier** matches IA Comparative sample Producer/Supplier.

- ◆ Acceptance sample Station numbers match IA Comparative sample station numbers.
- ◆ Acceptance sample date is within 1-day (+/-) of the IA Sample date entered.

To determine which of the above conditions occurred, do the following:

**Step 3:** Search for the appropriate sample in the **View IA Records Pending Correlation** window. This list is filtered by IA Inspector, or select “All” to view all IA samples pending correlation (no matching Acceptance sample):



ID	Type	IA Inspector	Material	IA Correlation Processing Message	Contract	IA Sample Placed Date
2804	ABC Gradation & Sst	Rhymer, Robert C	Aggregate Base Course, Type A	No Matching Acceptance Sample Found for	C200259	11/04/2002
2800	ABC Gradation & Sst	Pegues, Henderson	Aggregate Base Course, Type A	ABC Acceptance Test A/B not indicated for	C105288	10/09/2002
2776	Concrete	Harper, Tim	Concrete, Class A	No Matching Acceptance Sample Found for	C200223	09/20/2002
2739	Concrete	Rogers, Clyde V	Concrete, Class AA	No Matching Acceptance Sample Found for	C200180	09/12/2002
2738	ABC Gradation & Sst	Ausley, Jeff	Aggregate Base Course	No Matching Acceptance Sample Found for	C200211	10/08/2002
2710	Concrete	Rogers, Clyde V	Concrete, Class A	No Matching Acceptance Sample Found for	C200440	09/11/2002
2686	Concrete	Baines, Charles K	Concrete, Class AA	No Matching Acceptance Sample Found for	C105537	09/04/2002
2622	Concrete	Rogers, Clyde V	Concrete, Class A	No Matching Acceptance Sample Found for	C200144	08/28/2002
2686	Concrete	Rogers, Clyde V	Concrete, Class AA	No Matching Acceptance Sample Found for	C200165	08/23/2002
2568	Concrete	Owen, Travis C	Concrete, Class A	No Matching Acceptance Sample Found for	C200419	08/15/2002
2535	Concrete	Setser, Wallace A	Concrete, Class AA	No Matching Acceptance Sample Found for	C200306	08/16/2002
2533	Concrete	Harper, Tim	Concrete, Class AA	No Matching Acceptance Sample Found for	C105369	08/16/2002
2531	ABC Gradation & Sst	Pegues, Henderson	Aggregate Base Course, Type A	No Matching Acceptance Sample Found for	C105288	08/23/2002
2530	Concrete	Harper, Tim	Concrete, Class AA	No Matching Acceptance Sample Found for	C200224	08/15/2002
2502	Concrete	Owen, Travis C	Concrete, Class AA	No Matching Acceptance Sample Found for	C200113	08/14/2002
2481	Concrete	Harper, Tim	Concrete, Class AA	No Matching Acceptance Sample Found for	C200223	08/08/2002

**Step 4:** Select the IA sample to be matched to an Acceptance sample and click the **Correlation Link** button to view the list of Acceptance samples that may possibly match the IA Comparative sample selected.

The **IA Correlation Link** window displays:

**IA Correlation Link**

ID: 2802      IA Sample ID: 279910      Correlation Processing Message:  
 Type: ABC Gradation & Stabilizer      IA Field ID: 8x      **No Matching Acceptance Sample Found for Corr. Link.**  
 Status: New      IA Corr. Field ID:

Correlate | Link Details

Acceptance Sample Filter

Contract: C105288      Sample ID:      Field ID: (Use \* for wildcard)      Retrieve  
 Material: Aggregate Base Course, Type A - Metric Ton      Sample Date From: 10/15/2002 To: 10/29/2002      Reset  
 Testing Category: Acceptance      Sampled By:      Correlate To ABC Acceptance Test (A/B):      Correlate

Doubleclick a sample below to attempt correlation.

Sample ID	Field ID	Test Category	Material	Sampled Date	Sampled By	Approved Producer/Supplier
280079	72-A	Acceptance	Aggregate Base Course, Type A - Metric	10/22/2002	Callicutt, Jeremy W	Vulcan Materials Company, Clear
280080	72-B	Acceptance	Aggregate Base Course, Type A - Metric	10/22/2002	Callicutt, Jeremy W	Vulcan Materials Company, Clear
280400	73-A	Acceptance	Aggregate Base Course, Type A - Metric	10/23/2002	Tucker, Rusty J	Vulcan Materials Company, Clear
280401	73-B	Acceptance	Aggregate Base Course, Type A - Metric	10/23/2002	Callicutt, Jeremy W	Vulcan Materials Company, Clear

4 rows

In example shown above, there are four potential Acceptance samples listed based on the criteria provided on page 4.

**Step 5:** Select a sample from the list, if ABC material, indicate which column (A or B) on the test results the IA sample should test results should match against.

**Step 6:** Click the **Correlate** button. The **IA Correlation Link** window will display:

**IA Correlation Link**

ID: 2800      IA Sample ID: 279750  
 Type: ABC Gradation & Stabilizer      IA Field ID: 7x  
 Status: Pending      IA Corr. Field ID:

Correlate | Link Details

	Acc.	IA	Match Notes
Sampled By:	Callicutt, Jeremy W - Construction Technician	Pegues, Henderson - Independent Assurance Inspector	N/A Information Only.
Sample ID:	278642	279750	N/A Information Only.
Field ID:	70-A	7x	N/A Information Only.
Acc. Field ID Specified:	70-A	70-A	✓ Acc Field ID, if specified for IA Linking/Correlation
Test Category:	Acceptance	IA - Comparative	✓ Test Categories must be "Acceptance" and IA Cor
Sampled Date:	10/09/2002	10/09/2002	✓ Sample dates must be within (+/- 1) a day for aut
Authorized Date:	10/25/2002	10/25/2002	✓ IA and Acceptance samples must be Authorized.
Sample Status:	Meets Specs	Meets Specs	✓ IA and Acceptance samples/parts must be in a fir
Test Status:	Meets Specs	Complete	✓ IA and Acceptance test results must be in a final
Any Previous Links:			✓ An Acceptance sample can be linked to one IA C
Contract:	C105288	C105288	✓ Contract must match.
Station From/To:	484+00 To 484+00	484+00 To 484+00	✓ Station numbers must match for automatic linking
Material Type:	Aggregate Base Course - Metric	Aggregate Base Course - Metric	✓ Material Type must match.
Material:	Aggregate Base Course, Type A - Metric Ton - Metric	Aggregate Base Course, Type A - Metric Ton - Metric	✓ Material must match.
Producer:	Vulcan Materials Company, Clear Creek Quarry - Charlotte - CA249	Vulcan Materials Company, Clear Creek Quarry - Charlotte - CA249	✓ Producer, if specified on the IA Comparative samp
Concrete Mix:			✓ Concrete Mix, if specified on the IA Comparative s
Test Format Template:	Aggregate Base Course	Aggregate Base Course, (B) Continued	N/A Information Only
Template ID/Version:	smabc.xls 1	smabc1.xls 2	✓ Test Format/Template ID (and Versions) must be
Test Results Mapped:	Yes	Yes	✓ Test Results of the IA Comparative and Acceptan

The HiCAMS application will attempt to locate an authorized Acceptance sample that matches the IA-Comparative sample being displayed. If the correlation link was not originally established because the matching Acceptance sample was not yet authorized and available for correlation, but the lab has since authorized the Acceptance sample, a link will be established and the Acceptance test results will be inserted into the correlation record.

If a link is established, the correlation status will change from “New” to “Pending” and the record becomes ready for verification. See the “View IA Records Pending Verification and Completion” section of this chapter for detailed instructions on how to verify and complete an IA correlation record.

The **Link Details** tab will display the IA Comparative and Acceptance sample side by side (as shown on previous page), and a “Match” column that indicates successful matching with a check mark, and unsuccessful matching with an “X”. Each comparison is support with notes to assist in evaluating.

If the Acceptance sample selected to correlated contains some items that do not match, it will appear as shown:

IA Correlation Link			
ID: 2247	IA Sample ID: 270798	Correlation Processing Message:	
Type: ABC Gradation & Stabilizer	IA Field ID: 2-X	<b>No Matching Acceptance Sample Found for Corr. Link.</b>	
Status: New	IA Corr. Field ID:	Close	
Correlate Link Details			
	Acc.	IA	Match Notes
Sampled By:	McIntosh, Danny R - Construction Technician	Long, Maria M - Independent Assurance Inspector	N/A Information Only.
Sample ID:	271412	270798	N/A Information Only.
Field ID:	8b	2-X	N/A Information Only.
Acc. Field ID Specified:	8b	8b	✓ Acc Field ID, if specified for IA Linking/Correlation
Test Category:	Acceptance	IA - Comparative	✓ Test Categories must be 'Acceptance' and 'IA Cor
Sampled Date:	08/12/2002	08/12/2002	✓ Sample dates must be within (+/- 1) a day for aut
Authorized Date:	08/19/2002	08/19/2002	✓ IA and Acceptance samples must be Authorized.
Sample Status:	Void	Does Not Meet Specs - Rejected	✗ IA and Acceptance samples/parts must be in a fir
Test Status:	In Process	Complete	✓ IA and Acceptance test results must be in a final
Any Previous Links:			✓ An Acceptance sample can be linked to one IA C
Contract:	C200178	C200178	✓ Contract must match.
Station From/To:	16+10 To +	16+10 To 16+10	✓ Station numbers must match for automatic linking
Material Type:	Aggregate Base Course - Metric	Aggregate Base Course - Metric	✓ Material Type must match.
Material:	Aggregate Base Course, Type A - Metric Ton - Metric	Aggregate Base Course, Type A - Metric Ton - Metric	✓ Material must match.
Producer:	Martin-Marietta, Onslow Quarry - Richlands - CA259	Martin-Marietta, Onslow Quarry - Richlands - CA259	✓ Producer, if specified on the IA Comparative samp
Concrete Mix:			✓ Concrete Mix, if specified on the IA Comparative s
Test Format/Template:	Aggregate Base Course, (B) Continued	Aggregate Base Course, (B) Continued	N/A Information Only
Template ID/Version:	smabc1.xls 2	smabc1.xls 2	✓ Test Format/Template ID (and Versions) must be
Test Results Mapped:	No	Yes	✗ Test Results of the IA Comparative and Acceptan

Each evening, HiCAMS will review the IA-Comparative samples that could not be linked to an Acceptance sample at the time of authorization, and attempt to find a match. If a link is established overnight, a notification will be sent to the appropriate Inspector or Concrete Technician stating that the IA Correlation is ready for verification.

If the Acceptance sample becomes authorized during the day, and waiting for the nightly linking process to run is undesirable, the manual correlation process outlined in **steps 3-6** can be repeated.

**Tip:** *For quick correlation linking, use the **Correlate** button at the bottom of the **View IA Records Pending Correlation** window .*

Once a link has been established, the correlation status will change from “New” to “Pending” and the record becomes ready for verification. See the “View IA Records Pending Verification and Completion” section of this chapter for detailed instructions on how to verify and complete an IA correlation record

**Step 7:** If the Acceptance section of the **Correlation Link** window contains sample data as in below, the Acceptance sample has been authorized by the appropriate lab, but a correlation link could not be established. In this case, a data entry error may exist on either the IA or Acceptance sample. To assist in determining which fields do not match and are causing the processing error, review the data in each half of the window and verify the following:

- ♦ *Sampled Date* of the Acceptance sample is on, or within 7 days before the *Sampled Date* of the IA sample.

**Note:** *On ABC or Concrete, links are created only to acceptance samples taken within one (1) day.*

- ◆ All fields in the “Matching Comparison” box of the Acceptance sample contain identical information to the fields in the “Matching Comparison” box on the IA sample.

In this example, the correlation link cannot be established because the Concrete Mix numbers do not match:

	Acc.	IA	Match Notes
Sampled By:	Miller, Michael R - Construction Technician	Harper, Tim - Concrete Technician	N/A Information Only.
Sample ID:	251620	251661	N/A Information Only.
Field ID:	182	1X	N/A Information Only.
Acc. Field ID Specified:	182	182	✓ Acc Field ID, if specified for IA Linking/Correlation
Test Category:	Acceptance	IA - Comparative	✓ Test Categories must be 'Acceptance' and 'IA Cor
Sampled Date:	03/25/2002	03/25/2002	✓ Sample dates must be within (+/- 1) a day for aut
Authorized Date:	04/23/2002	04/23/2002	✓ IA and Acceptance samples must be Authorized.
Sample Status:	Meets Specs	Meets Specs	✓ IA and Acceptance samples/parts must be in a fir
Test Status:	Meets Specs	Does Not Meet Specs	✓ IA and Acceptance test results must be in a final
Any Previous Links:			✓ An Acceptance sample can be linked to one IA C
Contract:	C105368	C105368	✓ Contract must match.
Station From/To:	+ To +	38+23 To 38+23	✓ Station numbers must match for automatic linking
Material Type:	Concrete, Class AA - Metric	Concrete, Class AA - Metric	✓ Material Type must match.
Material:	Concrete, Class AA - Cubic Meters - Metric	Concrete, Class AA - Cubic Meters - Metric	✓ Material must match.
Producer:	RMC Carolina Materials, RMC Carolina Materials - Burlington - RM26	RMC Carolina Materials, RMC Carolina Materials - Burlington - RM26	✓ Producer, if specified on the IA Comparative samp
Concrete Mix:	26ZVOAAC181E	26ZVOAAC281E	✗ Concrete Mix, if specified on the IA Comparative s
Test Format/Template:	Concrete Cylinders Test (Metric)	Concrete Cylinders Test (Metric)	N/A Information Only
Template ID/Version:	Pmconcy1.xls 2	Pmconcy1.xls 2	✓ Test Format/Template ID (and Versions) must be
Test Results Mapped:	Yes	Yes	✓ Test Results of the IA Comparative and Acceptan

**Step 8:** Contact the lab responsible for authorizing the samples and have the data corrected. Correcting the data will require the lab personnel to Un-Authorize and Re-Authorize the sample.

**Step 9:** If the IA-Comparative sample contained incorrect data: The correlation link will be automatically established once the data is corrected and the sample is re-authorized. The correlation record will then be ready for verification. See the “View IA Records Pending Verification and Completion” section of this chapter for detailed instructions on verifying and completing correlation records.

**Step 10:** If the Acceptance sample contained incorrect data: A correlation link can be manually established once the

Acceptance sample is re-authorized by the lab. After the Acceptance data has been corrected, return to the **View IA Records Pending Correlation** window, highlight the appropriate record, and click the **Correlate** button.

If the correlation link is not manually established once the Acceptance sample is re-authorized, HiCAMS will automatically create the link over night. Each evening, HiCAMS will review the IA-Comparative samples that have not been linked to an Acceptance sample, and attempt to find a match. If a link is established overnight, a notification will be sent to the appropriate Inspector or Concrete Technician notifying that the IA Correlation is ready for verification.

See the “*View IA Records Pending Verification and Completion*” section of this chapter for detailed instructions on verifying and completing correlation records.

**Multiple Matching Acceptance Samples Found for Corr. Link.**

The above message is displayed when more than one matching acceptance sample is found at the time an IA-Comparative sample is authorized.

**Step 11:** To view the multiple matches, select the appropriate line item in the **View IA Records Pending Correlation** window and click the **Correlation Link** button to display the list:

ID	Type	IA Inspector	Material	IA Correlation Processing Message	Contract	IA Sample Placed Date
2975	ABC Gradation & Sts	Garrett, Ronald J	Aggregate Base Course, Type A	Multiple Matching Acceptance Samples	C200214	11/15/2002
2917	Concrete	Traywick, Jr., Henry C	Concrete, Class A	No Matching Acceptance Sample Found for	C200273	10/18/2002
2685	Concrete	Keyes, Terry L	Concrete, Drilled Pier	No Matching Acceptance Sample Found for	C200269	10/09/2002
2678	Concrete	Baines, Charles K	Concrete, Class AA	No Matching Acceptance Sample Found for	C200500	10/08/2002
2663	ABC Gradation & Sts	Ausley, Jeff	Aggregate Base Course	No Matching Acceptance Sample Found for	C200211	10/24/2002
2662	Concrete	Setser, Wallace A	Concrete, Class AA	No Matching Acceptance Sample Found for	C200317	10/01/2002
2659	Concrete	Rogers, Clyde V	Concrete, Class AA	No Matching Acceptance Sample Found for	C105560	10/03/2002
2654	Asphalt Extraction	Ray, Roy L	Asphalt Concrete Surface Error: Mapped IA Test Results - Not Course, Type RHDS			10/23/2002
2646	Asphalt Extraction	Pegues, Henderson	Asphalt Concrete Surface Error: Mapped IA Test Results - Not Course, Type RG 12.5D			10/17/2002
2602	ABC Gradation & Sts	Pegues, Henderson	Aggregate Base Course, Type A	No Matching Acceptance Sample Found for	C105288	10/22/2002
2601	ABC Gradation & Sts	Pegues, Henderson	Aggregate Base Course, Type A	Error: Mapped IA Test Results - Not	C105288	10/22/2002
2777	Concrete	Owen, Travis C	Concrete, Class AA	No Matching Acceptance Sample Found for	C200113	09/20/2002
2776	Concrete	Harper, Tim	Concrete, Class A	No Matching Acceptance Sample Found for	C200223	09/20/2002
2741	Concrete	Setser, Wallace A	Concrete, Class AA	No Matching Acceptance Sample Found for	C200211	09/10/2002
2739	Concrete	Rogers, Clyde V	Concrete, Class AA	No Matching Acceptance Sample Found for	C200180	09/12/2002

**Step 12:** To view the list of matching Acceptance samples, click the **Correlation Link** button. The **IA Correlation Link** window displays:

IA Correlation Link

ID: 2975      IA Sample ID: 282677

Type: ABC Gradation & Stabilizer      IA Field ID:

Status: Pending      IA Corr. Field ID: 5>A

Close

Correlate | Link Details

Acceptance Sample Filter

Contract: C200214      Sample ID:      Field ID: (Use \* for wildcard)

Material: Aggregate Base Course, Type A - Tons      Sampled Date From: 11/08/2002      To: 11/22/2002

Testing Category: Acceptance      Sampled By:      Retrieve      Reset

Correlate To ABC Acceptance Test (A/B):      Correlate

Doubleclick a sample below to attempt correlation.

Sample ID	Field ID	Test Category	Material	Sampled Date	Sampled By	Approved Producer/Supplier	Concrete
282676 5		Acceptance	Aggregate Base Course, Type A - Tons	11/15/2002	Garrett, Ronald J	Hanson, Inc., Elliot Pit - C	
282676 5		Acceptance	Aggregate Base Course, Type A - Tons	11/15/2002	Garrett, Ronald J	Hanson, Inc., Elliot Pit - C	

2 rows

**Step 13:** Using the names and dates in the *Sample Date* and *Sampled By* columns, determine the Acceptance sample that should be linked to the IA sample and make a note of the *Sample ID*.

**Step 14:** Select the appropriate Acceptance sample, (select A or B if ABC material) and click the **Correlate** button.

**Step 15:** Click the **Correlate** button. HiCAMS will prompt you to save your changes.

**Step 16:** Click **Yes**.

HiCAMS will link the selected Acceptance sample with the IA-Comparative sample and the Acceptance sample data will be inserted into the appropriate fields on the **Link Details** tab of the **IA Correlation Link** window. The correlation record is now ready for verification. See the “View IA Records Pending Verification and Completion” section of this chapter for detailed instructions on verifying and completing correlation records.

**Note:** *The additional Acceptance samples that appeared on the **Results** tab of the **Correlation Link** window remain available for correlation with other IA-Comparative samples.*